

M e m o r a n d u m

Date: January 8, 2010

To: Buellton Area

Attention: Lieutenant M. C. Maples

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.16163.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Buellton Area was conducted on July 29, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on December 1, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 299 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 53 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	124	41.47%	21.15	22
Telecommunications	105	35.12%	17.91	18
Fleet	13	4.35%	2.22	3
Weapons	57	19.06%	9.72	10
Total	299			53

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 52 of the 53 items were located. One item (mobile repeater) could not be located. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 17 of the 17 items reconciled. However, three of the 17 items located require a correction be made to the property record. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 8, 2010

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Buellton Area
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January 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink, appearing to read "M. C. A. Santiago".

M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Assistant Commissioner, Field
Coastal Division
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
BUELLTON - 755**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Mobile Repeater	R49635	X					Item not located.
Control Head - Mobile	R57776			X			Located in ASM's office.
Mobile Repeater	R45752			X			Found in vehicle 1248197.
Control Head - Mobile	R79340			X			Found in vehicle 1270618.

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
BUELLTON - 755**

ATTACHMENT B

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT									
1	112095	CAMERA STILL 35MM	7539549	X					
2	112096	CAMERA STILL 35MM	7206494	X					
3	116763	RADAR, VEHICLE	043919	X					
4	120475	RADAR, VEHICLE	047000	X					
5	134397	FILE SERVER	D351LJC1H919	X					
6	140484	CAMERA, DIGITAL	6741409	X					
7	140513	CANOPY 10 X 10	NONE	X					
8	140613	LIDAR, HANDHELD	UX015667	X					
9	143032	COMPUTER	2UB545084N	X					
10	149340	COMPUTER	MXL7120BTB	X					
11	149344	COMPUTER	MXL7120BSN	X					
12	149346	COMPUTER	MXL7120BS4	X					
13	156150	LAPTOP	0039339062	X					
14	156151	LAPTOP	0039339053	X					
15	156165	LAPTOP	0039338356	X					
16	156167	LAPTOP	0039339080	X					
17	156169	LAPTOP	0039339059	X					
18	159707	LIDAR SPEED ENFORCEMENT SYSTEM	TS000261	X					
19	164479	Uninterruptable Power Source	AS0820131695	X					
20	94332	VCR P0755D4009		X					
21	95738	ION CHAMBER METER P034132	296	X					
22	XRR0986	ALCOHOL SCREENING DEVICE/CASE P037047	18831	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
BUELLTON - 755**

ATTACHMENT B

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST									
1	115476	RADAR UNIT	042854	X					
2	130591	ROUTER	JMX0724L2RS	X					
3	142590	WHEEL BALANCER		X					
4	144000	SWITCH	FOC1017ZD65	X					
5	149338	COMPUTER	MXL7120BS3	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
BUELLTON - 755

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	R41230	Mobile Radio	1270647		9540343	X					
2	R42610	Mobile Radio	1270876		9541231	X					
3	R42654	Mobile Radio		1270422	9540896	X					
4	R44620	Mobile Repeater		1270422	7553296	X					
5	R44930	Mobile Repeater	1270647		7611225	X					
6	R47166	Mobile Repeater	1248589			X					
7	R49635	Mobile Repeater	1248197		7821024		X				Item not located.
8	R57776	Control Head - Mobile	1270618			X				X	Located in ASM's office.
9	R57912	Control Head - Mobile	1248197			X					
10	R60819	Battery Charger - Radio				X					
11	R62459	Hand-Held Radio	17794	MM 08-040	402AWW6405	X					
12	R64631	Hand-Held Radio	17378		402AWY7808	X					
13	R65771	Hand-Held Radio	17910	MM 08-040	402AWY9633	X					
14	R76001	Telephone System				X					
15	R76532	Control Head - Mobile	1240039			X					
16	R80784	Scanner	1097410		96001153	X					
17	R87090	Mobile Repeater	1270876		735628	X					
18	R93792	Scanner	1248197		320Z44001526	X					
EQUIPMENT TO INVENTORY LIST											
1	R45752	Mobile Repeater	1248628			X				X	Found in vehicle 1248197.
2	R79340	Control Head - Mobile	1270618			X				X	Found in vehicle 1270618.
3	R42654	Mobile Radio		1270422	9540896	X					

LEGEND

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**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
BUELLTON - 755**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
4	R44620	Mobile Repeater		1270422	7553296	X					
5	R65780	Hand-Held Radio	10805		402AWYA947	X					
6	R66442	Hand-Held Radio		AREI-08	402AWY9164	X					
7	R69013	Hand-Held Radio	13854	MM 08-084	402AXE8840	X					
8	R70071	Base Station - rack type			1585670	X					
9	R73726	Fixed Receiver - rack type	W/R-70020	was w70071	1580209	X					
10	R73727	Fixed Receiver - rack type	W/R-70020	was w70071	1590394	X					
11	R96139	UPS			QB0503241372	X					
12	R99828	Cellular Telephone			A000000733D6F7	X					

LEGEND

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ATTACHMENT D

COMMAND	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL
755	1240039	1240039	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
755	1248538	1248538	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
755	1248589	1248589	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
755	1248628	1248628	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
755	1270422	1270422	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
755	1270618	1270618	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
755	1270647	1270647	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
755	1270876	1270876	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
755	1288861	1288861	PRIMARY COLLISION FACTOR	2008	FOR	CRNVIC
755	1288866	1288866	PRIMARY COLLISION FACTOR	2008	FOR	CRNVIC
755	1288883	1288883	PRIMARY COLLISION FACTOR	2008	FOR	CRNVIC
755	3QPD680	6A0V365	COMMANDER VEHICLES	2007	DOD	CHARGER
755	T388	01980	TRAILERS	2006	VER-MAC	RADAR

If the vehicle has been transferred - attach CHP 57 form

VERIFIED BY: _____ DATE: _____

COMMANDERS SIGNATURE : _____

ATTACHMENT E

November 5, 2009

November 5, 2009

Comments

YES

Issued to officer:

Officer Issued Weapons Total:

Department of California Highway Patrol
Complete Area Inventory
755 - Buellton

November 5, 2009

Area Issued Weapons

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Issued to Area/Division: ●

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Complete Area Inventory

755 - Buellton

November 5, 2009

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]		
[REDACTED]	YES	
[REDACTED]		
[REDACTED]		

() Issued to Area/Division

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	YES	
[REDACTED]		
[REDACTED]		
[REDACTED]		

Issued to Area/Division: [REDACTED]

() Issued to Area/Division

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]	YES	
[REDACTED]	YES	

Issued to Area/Division: [REDACTED]

() Issued to Area/Division

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]		

Issued to Area/Division: [REDACTED]

Area Issued Weapons Total: [REDACTED]

Complete Area Inventory

755 - Buellton

November 6, 2009

Area Grand Total: 